

## **ADAC / DAC MEETING MINUTES**

Tuesday, May 19, 2009

10:30am – 11:30am

3<sup>rd</sup> Floor Executive Conference Room – CDVA

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Attendees: Tyquion Fisher, John Alten, Craig Osborn, Mary Droege, Binh Thai, Jeremy Nasca, Kenn Capps, Denny Smith, Sue Rose-Wilson. (ADA Coordinators Christina Barnes and Arazeli Rodriguez were unable to connect to the meeting via videoconference due to miscommunication between the EEO Office (Sue) and ISD.)

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Meeting opened at 1035 hrs.

Introduction of Mary Droege, new DAC member from Veterans Homes Division.

### **ADA COMPLIANCE COMMITTEE (ADAC) BUSINESS**

#### **I. ADA Compliance Project**

**-Internet/Intranet Postings-** The committee discussed the new ADA website, which Kenn Capps placed onto the CDVA Internet recently, and possible ways to announce the site and disseminate the information to all agency staff, including those without computer access. It was decided that a one-time agency-wide announcement should be made regarding the new site, but the information on the site (ADA Coordinator contact information, ADA compliance notice and ADA complaint form) should be accessible at all times by all staff and members of the public. The following suggestions were made for disseminating the information: 1) include an insert with CDVA paychecks (Jeremy agreed to follow up and check on this), 2) send out agency-wide email announcement and ask managers/supervisors to share with staff who do not have computer access, 3) include the information as a regular part of New Employee Orientation (packet inserts and presentation by EEO), 4) post the information at Headquarters public service counters; e.g., District Office, Veterans Services Division, 4<sup>th</sup> Floor Cashier, Human Resources, Office of Procurement and Contracts, 5) have a DAC booth at the October 6<sup>th</sup> street fair in recognition of National Disability Employment Awareness Month and pass out the information, 6) ask managers/supervisors to provide the information to their staff during staff meetings and provide feedback, 7) post onto bulletin boards/information centers at the Homes. Addition of this information to the CDVA Internet fulfills 2 requirements of

Title II of the ADA- appointment of staff to oversee the ADA program and respond to complaints, and, development of a complaint process and procedures and assurance that the information is accessible to all staff and members of the public. The committee still has to work on the other 2 requirements, a self-evaluation and transition plan, which will be the most time- and labor-intensive.

-ADA Compliance Checklist- The committee reviewed and approved Questions #1 – 7 that were completed during the last meeting, discussion of which is notated above. There was significant discussion regarding Question #8, since it entails physical assessment of all agency structures; specifically, how will we conduct the assessments? It was decided that we should first ascertain what the technical requirements are, and Sue agreed to obtain information from the ADA Technical Assistance unit at [www.ada.gov](http://www.ada.gov). Binh stated that she had already researched this information and would provide it to the committee. There was further discussion about how detailed the assessment should be and whether all areas in need of modification should be listed in the transition plan, especially due to budgetary constraints. Sue explained that buildings built before 1993 are not required to be brought into 100% compliance with the ADA, as it's not feasible to do so for many reasons; but agencies need to show a "good faith effort" to identify areas of those buildings that can and should be modified to the extent possible. The transition plan, which ultimately will be submitted to the Administration with ADAC recommendations, would most likely be a 1-5-10 year plan; so many items that are cost-prohibitive at this time to modify could still be identified in the plan and targeted for modification at a later date- if the ADAC feels that the modifications are warranted. Some cost-prohibitive items might still be targeted for modification earlier, if deemed necessary. What is important is that the ADAC show a "good faith effort" to identify the areas in need. Following are other suggestions for site assessments that were made: 1) locate and review the blueprints for HQ, 2) designate an in-house individual to receive training in physical access assessment (it was mentioned that John has received training in the fundamentals of physical accessibility, but he does not presently have the manual), 3) enlist the aid/resources of the ADA Coordinators at the Homes and the managers at the District and Veterans Services Offices to conduct assessments at their facilities, as necessary, and, 4) contact the person responsible for ADA compliance at DGS (John agreed to check into this issue). Sue stated that Bart Buechner has hired an outside party to conduct such an assessment for Yountville and that that is an option for the agency, but not necessarily a cost-effective one. Mary said that she thought the

Homes were subject to ADA-related inspections on a routine basis and would check on it. Binh also agreed to check with Richard Wyatt in New Homes Construction about this issue. Further discussion about #8 was pertinent to areas of HQ that are in need of modification now- specifically, the 1<sup>st</sup> Floor restrooms, doors and public service counters, especially due to frequency of visits by disabled veterans. Craig suggested that the entire 1<sup>st</sup> Floor area be reconfigured at some point to make it more accessible for individuals with disabilities and to make the space more useable for staff. There was also some discussion about ADA Question #9, pertinent to the legal requirement to consult with the disabled populace when conducting a physical assessment and developing a transition plan. The question arose of how to identify employees with disabilities to include them in discussions about structural barriers. Ty mentioned that Stacey Frank, Health and Safety Officer, had collected data specific to HQ employees with disabilities when drafting an emergency evacuation plan for the building. He suggested that this information could possibly be utilized for the purpose of a survey (Sue agreed to follow up on that). There was discussion about instead surveying all employees in the Department to eliminate the need for/risk of identifying only those with disabilities. Jeremy suggested again that it would be a good idea to invite individuals with disabilities to our meetings to help us with the assessment and in identifying barriers. He has a friend with a visual disability who he will invite to a meeting. There was also discussion about inviting 5<sup>th</sup> Floor, CalTrans staff, to be part of the committee (Sue to follow up), and to include the disabled veterans' organizations in the survey process.

## **DISABILITY ADVISORY COMMITTEE (DAC) BUSINESS**

### **II. Updates-**

-NDEAM Street Fair – October- During the DAC meeting at Food & Ag on 5-14-09 (Binh, Mary and Sue attended), it was agreed that we would donate all proceeds to 3 charitable organizations that provide in some manner for persons with disabilities- Very Special Arts (chosen by CDFA), Paws for Purple Hearts (chosen by CDVA) and Special Olympics, an organization with which the First Lady is actively involved. All proceeds from the street fair vendors, who will split profits with us, will be donated to VSA and Paws. Donations for Special Olympics will be collected by Dee Anne Holloway, CDFA DAC member, by way of a bike ride to raise those funds. Both DACs, CDFA and CDVA, have agreed on a theme/title for the event- we are using a quote by the quadriplegic artist whose artwork will be

unveiled that day: “Anything is possible....inspire someone.” Our Public Affairs Office will be handling the formal invites for the Governor and First Lady, and the artist, Dennis Francesconi, will be sending his own personal invitations to them, as well. With regard to entertainment, Sue’s husband’s band, made up of employees from the Department of Conservation, has committed to play for the event, in addition to a jazz band from the School for the Blind in Fremont. The bands will utilize our portable stage, although it might not be an “accessible” structure for those with visual impairments. Bridgett Luther, Director of the Dept of Conservation, has committed to being a speaker at the event, in addition to Mike Remmel, who will be the featured speaker for the day. Remmel is a disabled employee from the CHP who spoke at CDFA’s NDEAM event last year. CDVA DAC staff has volunteered for 4 event subcommittees: fundraising (Jeremy & Ty), food (Binh, Mary, Jeremy, & Sue), vendors (Sue), and set-up/clean-up (Craig, Mary & Sue). For fundraising, Jeremy, Binh and Ty discussed having a food sale, such as a bake sale, to raise money. For vendors, Sue plans to contact those vendors who have participated in CDVA’s NDEAM events in the past: the ocularist, Hearts and Hooves therapy horses, prosthetics, IBOT mobility system (Stewart to contact), and others, and asked the committee to think about ideas for vendors. Paws for Purple Hearts has been notified that they will receive donations from the event and they have agreed to speak and give demos that day, and bring their dogs. They plan to also bring with them a local veteran with PTSD who graduated from their program and has his own service dog. Ty suggested that we contact organizations that do work with veterans, such as a veterans’ hospital like Mather, to participate in the event. Craig offered to research it since he has those contacts. Craig also asked if we should invite organizations like Disabled American Veterans and Paralyzed Veterans of America to participate, and/or state agencies. It was agreed we should invite the veterans’ organizations but not other state agencies. Ty also raised the issue of ensuring that we have sign language interpreters available. Jeremy said he might have some contacts with respect to ergonomic devices and agreed to look into that, and Sue said she’d check with Stacey Frank on the same issue. Regarding food, Sue suggested a coffee caterer, ice cream vendor and someone to provide lunches. Sue has gotten a commitment from Fluid Coffee Shop next door to provide espresso drinks and possibly pastries. Mary said that CSEA has an ice cream cart that they use for their events and suggested we contact them about use of the cart. John agreed to check into it. Leatherby’s or Gunther’s were offered as ice cream alternatives. With regard to the lunches, there was suggestion about what type(s) of food should be provided and it was agreed that we

should have something generic that most people would find agreeable, such as sandwiches, salads, etc. Jeremy mentioned that a lot of good caterers participate in the Farmers' Market at Cesar Chavez Park on Wednesdays, so the committee agreed to go there and sample some in the hopes of finding a caterer to join us in Oct. Kenn and Sue agreed to meet later in the day to discuss development of the section of the transition plan that will pertain to Internet accessibility.

-Recruitment Project- held over to next meeting

Meeting ended at 1136 hrs.